

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**CARPENTER SUPERVISOR**

**DEFINITION:**

Under direction, to plan and supervise the work of skilled carpenters and other staff engaged in general carpentry work; and to perform related work.

**\* EXAMPLES DUTIES:**

- Assigns, supervises, and participates in the work of carpenters, apprentices, helpers, and others in performing skilled carpentry work, such as constructing forms, building frames, stairways, shelves, and cabinets;
- Erects, repairs, and maintains frame buildings and structures; erects walls and roofs;
- Installs, repairs, and maintains window frames, sashes, door frames, doors, and screens;
- Repairs and maintains furniture and cabinets; installs partitions and applies floor coverings and wall boards;
- Reviews plans and specifications and prepares sketches of carpentry work to be done;
- Operates power saws, jointers, shapers, and other power and hand tools;
- Estimates costs;
- Enforces safety regulations;
- Keeps records and makes reports;
- Orders supplies and equipment.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a State-accredited four-year Carpenter Apprenticeship Program, **AND** two years of experience in all phases of work as a journey-level Carpenter; **OR** six years of experience in all phases of work as a journey-level Carpenter. Qualifying experience must include three of the following functions: (1) shop and mill work; (2) interior finish work; (3) exterior covering and finish work; (4) foundation form construction and framing work. At least two years of qualifying experience must be in commercial and/or industrial carpentry. Possession of a valid California Class C Driver's License.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.